

North Branch Area Public Schools YOUTH CONNECTIONS



School Age Care for North Branch Area Public School Students Ages 3 - Grade 6th Family Handbook



For more information call 651-674-1014
or email

youthconnections@isd138.org
www.northbranch.arux.app

W
e
l
c
o
m
e

Welcome to Youth Connections our School Age Care Program for ISD #138! This program provides activities to students in an environment that is safe, fun and nurturing. We do not discriminate on the basis of race, color, national origin or source of payment.

We are open from 5:45 am to 6:00 pm, Monday - Friday providing care before and after school and all day care for ages 3 - 5. Child care is also offered on some non-school days and during the summer.

Our program focuses on respect, safety, social development and physical skills. Our activities are designed so each child can be actively involved and engaged.

Important Phone Numbers To Know:

Community Education Office: 651-674-1014

www.northbranch.arux.app

Email: youthconnections@isd138.org



School Year

Youth Connections school year hours for Grades K-6:

Before School - 5:45am until school starts

After School - after school until 6:00pm

Non-School Days enrollment is also available from 5:45am-6:00pm

Free snacks will be provided after school on school days.

Free snacks will be provided in the morning and afternoon on non school days.

Students will need to bring a lunch and something to drink.

Youth Connections school year hours for Ages 3 - 5:

Monday-Friday from 5:45am - 6:00pm

Snacks will be provided in the morning and afternoon. Students may bring a lunch and something to drink, or order hot lunch (school year only) through the school district. To order hot lunches, parents must have a Wordware account. Daily hot lunch orders need to be turned into Youth Connections by 8:30am.

Please provide an extra set of clothing to keep in locker for emergency use.

Clothing and outerwear should be labeled with the students name. Children are expected to be able to manage toileting procedures independently.

Field trips, recreation and other enrichment classes will be offered through the Community Education office 651-674-1025.

Youth Connections may go on walking field trips.

Summer Care

Youth Connections offers care June through August. Please check calendars on-line for summer care dates.

Summer hours 5:45am to 6pm

Youth registered for summer must bring a bag lunch and something to drink.

Snacks will be served both in the morning and afternoon (snacks included in fees). Parent need to inform staff of any food allergies.

Youth Connections may go on walking field trips.

Please note: Families need to register online for school year and summer separately. We encourage all children to wear tennis shoes rather than sandals or flip flops to prevent injuries. Tennis shoes are required to participate in gym, outdoor activities and field trips. No toys from home. See Cell Phone and Digital Device insert for information regarding devices.

E
n
r
o
l
l
m
e
n
t

Registration

Registration Process

To register online at www.northbranch.arux.app click on Youth Connections. Full complete online registration is due seven (7) business days (excluding weekends and holidays) prior to child attending. All previous Youth Connections balances must be paid in full. We need family and emergency information to remain current. Please let us know any changes immediately.

Permission to Leave Form

This form must be filled out and turned in if your child will be leaving Youth Connections to go to another activity. Forms are available at Youth Connections.

Weekly Calendars and Payments

Online calendars are due by 12 noon on Wednesday prior to the requested week of service unless notified. Parents pay for time reserved.

Online calendars submitted after 12 noon on Wednesdays will be denied if we do not have room in our program. If accepted late calendars with a late fee assessment will be accepted only if we have room for additional students.

Payments are processed on Friday for the week requested.

Credit card payments will be subject to processing fees.

ACH payments will have no processing fees.

Sick Days

Each child will receive 3 sick days during the school year and 1 sick day during the summer. You may use these days anytime during the school year or summer. Notify Youth Connections prior to the day your child will not be coming and we will credit your account for up to 3 days. No credit will be given for unused days. Sick days do not carry over.

Special Needs Accommodations

Youth Connections programming is not designed to provide long-term 1:1 student support. If your child receives 1:1 adult support during the school day, a meeting with staff may be necessary to discuss potential program adaptations. It is the responsibility of parents/guardians to provide information to Youth Connections through our registration process. Failure to inform staff of your child's needs may result in temporary break in care to create appropriate strategies for support.

R
e
g
i
s
t
r
a
t
i
o
n

Payment

Weekly payments will be processed on Fridays. Parents pay for time reserved not time used. Each family's account must be paid in full by the last day of school or summer before continuing to school year or summer program. No carry over funds allowed.

Monthly statements available upon request.

Declined Credit card Policy

If we need to call regarding your credit/debit card or ACH account (i.e. declined card, expiration date, etc.), there will be a \$15 charge added to your account. In this case your calendar will be considered late, and late fee will assessed. If payment is not received, services will be discontinued.

Dependent Care Reimbursement Forms

24 to 48 hours notice is needed for the site staff to verify and sign reimbursement forms for child care expenses.



P
a
y
m
e
n
t

Family Involvement

We encourage your input and involvement. The quality of the staff/parent/guardian relationship greatly impacts the success of the program. Your suggestions and concerns are welcome.

Visiting

If you would like a tour or to meet with a staff person, please call the Youth Connections office to schedule a visit. Also, if you have a unique skill or talent you would like to share with the children, we encourage you to contact us for this opportunity. All volunteers need to complete a background check first.

An enrolled child's parent or legal guardian must be allowed access to the parent's or legal guardian's child at any time while the child is in care.

Communication to Families

We will email information to families. Please make sure you have a current email address on file and check it regularly.

Communication Concerns/Suggestions to Staff

Your ideas, suggestions, concerns and feedback help us make continual improvements to our program. You can share your thoughts and perspectives by speaking to the supervisor working directly with your child, email at youthconnections@isd138.org or scheduling a conference with the director.

Suspected Child Abuse

If our staff suspects that a child at Youth Connections has been subjected to sexual abuse, physical abuse, neglect or parent/guardian is intoxicated at time of pickup, the staff will report it to the local welfare agency or sheriff's department. Chisago County 651-213-5649, Isanti County 763-689-1711, sheriff's department 651-257-1300 or police department 651-674-8848.



Family Responsibility

Read the Family Handbook

and know the program policies. Failure to follow policies could result in termination of child care services.

Sign your children in and out daily.

Check your email for communications.

Immunization Record for Ages 3-5 - Minnesota School Immunization Law (Minnesota Statute, Section 121A.15) requires students to supply proof of immunization status or properly documented exception to enroll or remain enrolled in school. This includes Early Childhood and School Age Care programs.

Keep child's personnel and emergency information up to date.

Notify staff in writing when an unauthorized person is picking up your child.

Inform staff if your child has been exposed to a contagious disease.

Notify Youth Connections at 651-674-1014 if your child will be absent, not attending after-school program, or picked up early from school. If a child does not arrive after school as expected, staff will investigate immediately by attempting to contact parents/guardians and the identified emergency numbers.

Ask staff for feedback on your child's day or progress in the program.

Inform staff of any special accommodations your child needs to be successful at Youth Connections.

Pick up child on time.

Pay fees on time.

NBAPS will not be held responsible for any physical damage, loss or theft of a personally owned digital device or personal belongings.



**F
a
m
i
l
y

I
n
f
o**

Behavior Guidance

Our Youth Connections program focuses on supporting student social-emotional development through the teaching, modeling and reinforcement of the following behavior expectations. Care is provided in a large group setting, therefore students are expected to be able to participate and follow the behavior expectations with limited 1:1 assistance.

- **Be Respectful**
 - o Use appropriate language
 - o Be polite and kind to others
- **Be Responsible**
 - o Keep our school clean, cleaning up after self in the classrooms, cafeteria, hallways and bathrooms
 - o Take care of materials and put them back when done playing
- **Be Ready to Learn**
 - o Follow directions
 - o Show best effort at trying new things/playing cooperating with others
- **Be Safe**
 - o Have a safe and calm body
 - o Keep hands and feet to self
 - o Stay within designated play areas indoors and outdoors



Strategies used by staff to help teach appropriate behavior include:

- Staff will work to build relationships with children
- Staff will treat children with respect and dignity
- Staff will model positive, acceptable behavior
- Staff will consider the developmental level of the child when teaching and guiding student behaviors
- Staff will redirect behavior and work to teach appropriate behavior

The following procedures guide how challenging behaviors will be addressed:

- Child will be given adequate cues (warnings) that behavior is unacceptable/unsafe.
- Child will be immediately separated from the group if exhibiting unsafe behavior.
- Parent will be called at any point the Adult Senior Assistant(s), designated appointee, or Director deems necessary.
- If behavior continues or is of violent nature, the parent will be called to come and remove the child. If the behavior is of a violent nature and the parent cannot be reached the local police department will be called.
- The length of time of suspension will be determined by the Director of Community Education.
- Multiple suspensions could result in removal from the program.

Under certain circumstances you may be asked to remove your child from Youth Connections for a specified length of time. These include:

- Any unsafe behavior or actions directed at self or others.
- Physical or verbal threats directed at staff.

Youth Connections will follow ISD #138 Weapons Policy please refer to the student handbook. This includes toy weapons.

Illness/Medical Conditions

Please keep your child's emergency information current.

In the event your child becomes ill you will be contacted and asked to pick him/her up. It is also important that your emergency contact information is up to date in case the parent is unable to be reached.

In order to keep all children and staff healthy at Youth Connections please be sure to follow the illness protocol. Keep your child home if they are experiencing the following:

- Temperature of 100 degrees or greater. Child must be fever free for 24 hours without fever reducing medication prior to returning
- Experiencing diarrhea - remain home until 24 hours free of diarrhea
- Vomiting - remain home for 24 hours until free of vomiting
- Not well enough to participate in programming
- If your child has a rash that may be disease related or you do not know the cause. Child must stay home until rash is diagnosed or medical provider states he/she can return

Medication

All prescription and nonprescription medication will only be given when the Authorization for Administration of Medication at School form (or a comparable form) is completed.

- * When a comparable form is used, it must include the physician's order. The child's parent/guardian must also sign the Authorization for Administration of Medication at School form. The two forms will be kept together at all times.

The medication must be authorized by the parent/guardian, have been prescribed by a physician, and be in a pharmacy-labeled container. Non-prescription medications must also have physician's approval to be administered. (See Policy 516 Student Medication.)

Parents/Guardians are expected to make appropriate arrangements, to have necessary medication, for the child delivered to the Youth Connections Lead Staff.

Emergencies

If your child is injured and needs emergency care (broken bones, stitches, head injury) the supervisor will:

- Give needed first aid (splint, bandage, etc.)
- Contact parent or person listed on emergency form if parent cannot be reached. This person must be within a 20 minute drive from North Branch.
- If parent or emergency contact cannot be reached or it is an emergency, the child will be transported by ambulance.

Security and Safety

Child Protection

Youth Connections staff are mandated by law to report suspected cases of child abuse or neglect.

Signing In and Out

For the safety of each child, Youth Connection requires that a parent/guardian sign their child in and out of the program daily. This requires your own email address and pin number. Do not use other family member's pin number. Children are not allowed to sign themselves in or out of Youth Connections. When your child arrives directly from school or leaves by bus, Youth Connections staff will sign them in and out of the program.

Our program opens at 5:45 am

Although our staff arrive before 5:45 am to prepare for the day, they are unable to provide child care until the official start time of our program.

Release of Children

Your child will be released only to people listed on the registration form unless staff have been notified otherwise in writing. In an emergency, you may call to inform the staff if someone other than the authorized person(s) will pick up your child. A driver's license will be requested for verification. Your child will not be released to an unauthorized adult until identification and verification can be made.

Please be prepared to show ID.

Late Pick Up

Youth Connections closes at 6:00pm. All children must be picked up by 6:00pm. If children are not picked up prior to 6:00pm, parents must pay late fees at that time of pick up:

6:01-6:15 pm + \$15 per child

6:16-6:30 pm + \$30 per child

6:31-6:45 pm + \$45 per child

6:46-7:00 pm + \$60 per child

Pick up after 6:30 pm will result in Youth Connections services being terminated if one more late arrival occurs. Please make alternative plans if you cannot pick up your child by 6:00 pm. After 7:00pm, Youth Connections will notify the police and services may be terminated immediately.

Absences

Notify Youth Connections staff if your child will be absent at any time for any reason. School offices do not provide Youth Connections with absence information. If your child does not arrive after school as expected, staff will investigate immediately. Parents are responsible for paying for time reserved, not time used. Refunds will not be given for absences or if a child is suspended due to inappropriate behavior.

S
a
f
e
t
y

Closings

Youth Connections will follow these guidelines when dealing with inclement weather:

Two-hour late start - Youth Connections will be open.

School Closed - Youth Connections closed.

Early Dismissal - In the unlikely event of early dismissal - watch for communication regarding Youth Connections availability.

Closings, delays or early closings are announced on:

Radio Stations: WCCO AM - 830, WCMP AM - 1350 or FM 100.9, and
KBEK FM - 95.5

Television Stations: WCCO 4, KSTP 5, KMSP 9, KARE 11, and KSTC 45

School Information Line: 651-674-1411

District Website: www.isd138.org

Parents will be emailed from Youth Connections



C
l
o
s
i
n
g
s



**Thank you for choosing
Youth Connections.**

North Branch Area Community Education
Education Center
38705 Grand Avenue
North Branch, MN 55056
651-674-1025
Youth Connections 651-674-1014